

## **ATTACHMENT 5**

### **REQUEST FOR PROPOSAL CHECKLIST**

To assist you in completing your proposal, you may find it useful to use the following checklist to ensure that you have all documents required and that your organization qualifies to contract with the County.

#### **Original Proposal must include:**

- ☐ Request for Proposal Face sheet with original or electronic signature of authorizing official of proposing organization
- ☐ Technical Section
- ☐ Management Section
- ☐ Proposal Budget Worksheet

#### **RFP candidate(s) will be required to provide the following items with their proposal:**

##### **Not-for-profit agencies must have the following:**

- ☐ Articles of incorporation
- ☐ Bylaws
- ☐ Board roster
- ☐ Evidence of not-for-profit status
- ☐ E.I.N. Identification number
- ☐ Most recent financial audit with management letter
- ☐ Letters supporting collaboration efforts (the original letters with original signatures) if applicable

##### **For-profit agencies must have the following:**

- ☐ Articles of incorporation
- ☐ Business license
- ☐ Most recent financial audit with management letter
- ☐ Letters supporting collaboration efforts (the original letters with original signatures)
- ☐ E.I.N. Identification number